

HV 995  
.P5 085  
1845  
Copy 1

United States,  
Eastern District of Pennsylvania, } ss.

---

---

CONSTITUTION

OF THE

**PHILADELPHIA ORPHAN SOCIETY.**

---

---



# CONSTITUTION

OF THE

**PHILADELPHIA ORPHAN SOCIETY;**

WITH

RULES FOR THE REGULATION

OF

THE BOARD OF MANAGERS,

AND

THE ASYLUM.



PHILADELPHIA:

REPRINTED BY LYDIA R. BAILEY,

NO. 26 NORTH FIFTH ST.

1845.

HV995  
.P5085  
1845

To rescue from ignorance, idleness and vice, destitute, unprotected and helpless children, and to provide for them that support and instruction which may eventually render them valuable members of the community, an association has been formed, and denominated "The Orphan Society of Philadelphia," for the government of which the following Constitution has been adopted.

## CONSTITUTION.

### ARTICLE I.

Every female becoming a member of this Society shall pay an annual contribution of two dollars, or by paying the sum of thirty dollars, shall be a member for life.

### ARTICLE II.

The Society shall meet on the first Tuesday of January, in every year; at which meeting, fifteen members shall be competent to transact business. At this meeting there shall be chosen twenty-four Managers, in whom the whole concerns of the Society shall be vested.

### ARTICLE III.

The Managers shall meet (being duly notified by the officiating Secretary) within three days after their election, and shall choose a First and Second Directress, a Secretary and a Treasurer. They shall make By-Laws for their own government, make an annual report of their proceedings, and give two weeks' previous notice of the meeting of the Society.

### ARTICLE IV.

Every alteration in this Constitution must be proposed at a meeting preceding the one of its adoption.

RULES FOR THE REGULATION  
OF THE  
BOARD OF MANAGERS.

---

1st. The original rules, as printed in the report of 1815, shall be continued, viz: "The managers shall meet on the first Tuesday of every month, at such time and place as they shall appoint."

"Five of the managers shall form a quorum for the transaction of all business.

"Every meeting shall be opened with reading a portion of Scripture, succeeded by a pause for mental supplication.

"No person shall be at liberty to withdraw from the board without permission; and no conversation, but such as relates to business, shall be allowed.

"A fine of twenty-five cents shall be incurred for non-attendance at each meeting, unless satisfactory reasons be given.

"All reports of committees shall be in writing."

2d. Business shall commence precisely half an hour after the time appointed for meeting.

3d. Every motion, when made, shall be stated from the chair; when seconded, the Directress shall invite discussion upon the subject; after which, she shall ask if the members are ready for the question; which being assented to, the votes shall be taken; first in the affirmative, and next in the negative. No other business shall be taken up by the Board, or discussed by any of the members, until that which has thus been laid before them, be decided or postponed.

4th. At the desire of any member of the Board, the decision of a new question may be deferred to the meeting succeeding that at which the question was proposed.

5th. The decision of any question shall not be delayed longer than the succeeding meeting, except by a majority of votes.

6th. No former resolution shall be reconsidered, unless called for by one of the majority, and shall in all cases be deferred to the next meeting, either special or stated, for decision.

7th. When the votes are called for, no person shall be allowed to decline voting.

8th. Upon motion made and seconded, the names of the yeas and nays shall be recorded on the minutes.

9th. The First Directress shall have a vote as manager, and give a casting vote when the board is equally divided.

10th. No person shall decline acting on a committee, unless another member, approved by the First Directress, shall be willing to serve in her stead.

11th. The member first named on a committee, shall preside over it, shall give notice of the time and place of meeting, and make the report of their proceedings.

12th. The First Directress shall call extra meetings as often as she may think proper, but shall not be obliged to call them contrary to her own judgment, unless five members of the board shall concur in requesting it.

13th. When extra meetings are called, the object of the meeting shall be mentioned in the notices, and no question shall be decided at a special meeting, unless special notice of the object has been given to every manager.

14th. The seal of the society shall not be affixed to any paper, without the vote of the board having been taken on it.

15th. The business of each stated meeting shall commence with the Secretary's reading the minutes of the preceding meeting, the reports of the committees, (which if not presented must be called for by the Directress,) and the Treasurer's report. The weekly committees for the ensuing month shall then



be named, and the orders on the Treasurer voted. If any child has been admitted into the Asylum, the Directress shall then appoint the member who is to take charge of it, who shall not be permitted to refuse the charge, unless some other member be particularly desirous of supplying her place. The Directress shall then ask whether there is any new business requiring immediate discussion. If any member knows of such, she shall make it known, and it shall then be at the option of the Directress to enter upon it, or to finish the business remaining from the last meeting, as she may deem most expedient.

16th. The board shall not rise until the time and place of adjournment be distinctly made known.

17th. At the first meeting of the board in January, the standing committees shall be appointed, viz. the weekly committees of two, for the year, which shall be inserted by the Secretary in the minute book of the committee; the purchasing committee; the committee of admission; the binding committee; the school committee; the church committee, which shall consist of eight ladies, of different religious denominations.



## DUTIES OF THE MANAGERS.

---

The *First Directress* shall preside at the meetings of the managers, preserve order, appoint all committees unless otherwise directed, and call special meetings of the board. She shall be ex-officio, one of the binding committee. She shall furnish every new manager with a book, containing in print, the constitution, the rules for the regulation of the board, the duties of the managers, and the rules for the government of the Asylum; to which shall be added the names of the children under her care, the situations of those who are bound out, and the period at which they will be free. When a manager resigns her seat in the board, she is to return this book to the First Directress, who will make it over to her successor. In the absence of the First Directress, the Second shall preside, and if both be absent, a person shall be chosen from among the members present to preside at the meeting.

The *Secretary* shall summon the meetings of the managers, keep a fair and correct record of all their proceedings, a register of the children such as is now used, and do all other writing not connected with the office of the Treasurer or the business of committees. She shall be, ex-officio, one of the committee of admission.

The *Treasurer* shall hold the evidences of property belonging to the Society, receive all moneys, and deposit the same at a bank in her name as treasurer; make payments agreeably to the orders of the managers, keep a fair account of all receipts and expenditures, which account shall at all times be open to the inspection of the managers. She shall furnish a monthly abstract of her receipts and expenditures, and of the balance remaining in her hands, and prepare a statement to be laid before the society at their Annual Meeting.

The *Weekly Committees* shall visit the Asylum not less than three times during their week, shall endeavour to be present once at each meal, and if possible, during one morning and one afternoon's school hours. They shall observe if the children and the concerns of the house generally are properly regulated, and report their observations in the Minute Book; which book, on the last day of their week, is to be sent to the succeeding committee, for which purpose a list of the committees is to be kept in the book. The committees shall act upon their own judgment in all cases requiring immediate attention, but any permanent alteration in the rules of the family must be by vote of the board.

The *Purchasing Committee* shall make all purchases necessary for the family, pay all bills, and present a quarterly account of their proceedings to the board.

The *Committee of Admission* shall be regulated in their duties by the following rules.

No child shall be admitted into the Asylum who has any deformity of person, without consulting the Board.

No boy above six years of age, and no girl above eight, shall be admitted without consulting the Board.

No child shall be admitted without having been examined by one of the regular physicians of the institution; nor shall the matron admit any child without an order from one of the committee. The committee shall make their report to the board every month; and all admissions, with such information as can be procured, shall be registered in the book kept by the secretary for that purpose.

The *Binding Committee* shall be regulated by the following rules, viz. No girl shall be bound out until she can write a legible hand, and no boy until he can write, and has received instruction in the four first rules of arithmetic, and no child younger than twelve years of age, without consulting the board; nor shall any child be permitted to be sent out on trial. Each child shall have a Bible given to it on leaving the Asy-

lum. No boy shall be bound as a house-servant, or to a tavern-keeper; and no girl shall be bound in a tavern or boarding house. It shall be the duty of the committee to examine the children in the months of May and November, to make a list of those who are fit to bind out, and report the same to the board. They shall at every monthly meeting give a written report of the names and situations of those who have been bound, which shall be inserted in the register by the secretary, who shall also have the care of their indentures.

The *School Committee* shall attend particularly to the business of the school, shall examine quarterly into the progress of the children, and reward those who are deserving, and shall report quarterly to the board.

The *Church Committee* shall alternately procure a clergyman to preach at the Asylum, shall make every necessary preparation for worship being properly conducted, shall attend Divine worship at the Asylum alternately every Sunday, shall occasionally visit the Asylum on Sunday evening, and shall generally direct the proper mode of giving the children religious instruction.

The duties of the managers appear to be generally comprised in the foregoing rules, in addition to which it shall be the duty of each one, to take an equal division of the children under her more particular care, visiting them frequently, and endeavouring to instil into them moral and religious principles, and encouraging them to an affectionate and confidential intercourse. It is believed that by these means, an intimate knowledge of the childrens' habits and dispositions will be obtained, and that each child will feel that he or she has a friend who is interested in its welfare. It shall also be her duty, when her children are bound, to inform herself of their situations, and to insert them in her book: if bound in the city, to visit them once in three months, and if in the country, to write either to the child or its employer once in six months, and to encourage the child to write to her.

# RULES

## FOR THE

### REGULATION OF THE ASYLUM.

---

1. THE children and family shall rise at daylight.

2. As soon as they are dressed, their faces and hands washed, and their hair combed, they shall be assembled either in the eating room, or school room, as may be most convenient, when the teacher shall read clearly and distinctly a chapter in the Bible, and a family prayer, after a form to be given by the Managers, the children kneeling during the prayer.

3. They shall breakfast as soon as the meal can be conveniently prepared, which shall consist of cold milk and sliced bread in summer: in winter, the bread shall be cut small, and boiling milk poured over it, or of rice and milk, or mush and milk.

4. There shall be a nursery for the use of the children under four years old, and a nurse to take charge of them—those who are capable of learning their alphabet shall be sent into the school room, twice in the morning and twice in the afternoon, for not more than half an hour each time; the nursery children shall be allowed and encouraged to sleep a short time between breakfast and dinner.

5. They shall dine at twelve o'clock—the dinner shall consist of beef, veal, or mutton, alternately, with two kinds of vegetables and a slice of bread, with an occasional variety of salt or smoked meat. On Sunday, instead of the above, they shall have bread and butter, or bread and cheese, with apple-

pies, or puddings. When fruit is cheap and plentiful, they shall be indulged with it occasionally, at the discretion of the matron—their suppers shall be mush and milk at six o'clock. Should the food thus directed be found to disagree with any of the children, the matron may substitute any other which she finds more suitable to their constitution.

6. As soon as supper is over, the children shall kneel in their places, while the matron or teacher shall read aloud an evening prayer for the family, after a form to be furnished by the managers, after which the teacher shall collect round her such children as may have been guilty of improper conduct through the day, and shall in a serious and affectionate manner converse with them on their faults.

7. No person employed in the family shall on any account inflict punishment on the children, except the matron or the teacher.

8. Theft, lying, quarrelling, wilful mischief, idleness, disobedience, or impertinence to the matron or teacher, must never be suffered to go unpunished.

9. The matron shall say grace before and after every meal, in an audible and distinct manner, so that every word shall be heard by the children, after a form to be provided by the managers.

10. All the family shall, if possible, be present at morning and evening prayer.

11. The school exercises shall always be concluded by singing a hymn.

12. The childrens' linen, aprons, and pocket handkerchiefs shall be changed twice a week, their heads combed every day, and their whole persons bathed every day in summer in cold water, and twice a week in winter in tepid water.

13. The elder girls, who are retained for the service of the house, shall obey implicitly all the directions of the matron, and treat her with respect; they ought to show their gratitude for the protection they have received, by being industrious,



good tempered, and modest, and should endeavour in all things to set a good example to the younger children.

14. They shall attend, two at a time, in weekly rotation, during the afternoon school hours, and receive instruction with the other children.

15. When the management of the family business will admit of it, they shall be employed in the evening in sewing, when one shall read to the rest, from some useful and instructive book from the Asylum Library.

16. In the seasons when worship is not held at the Asylum, half the children shall alternately attend some place of public worship every Sunday, accompanied either by the matron or one of the females employed in the institution.

17. The matron shall have a list of the weekly committees for the year, and in all cases requiring immediate advice or assistance, shall apply to the committee for that week.

18. The boys shall give any assistance in the family between school-hours suitable to their age and strength, but shall not be kept out of school for that purpose.

19. All visitors to retire at nine o'clock in the evening, when the house is to be shut up.

20. The lanthorns in the chamber-entry are to be lighted as soon as it is dark, and to remain burning all night, and no other light is to be taken into that story; and no light is to be used in any room of the principal story except the nursery.









LIBRARY OF CONGRESS



0 021 062 036